

TOWN OF WESTFORD NOTICE OF JOB OPENING

Position: COA Part-Time Substitute Van Driver (2 Positions)

(Non-Union Position)

Principle Duties and Responsibilities:

Position Summary:

Provides door-to-door transportation service to Westford seniors (age fifty-five plus) and disabled residents (all ages and may require a parent if not an adult) medical and other scheduled appointments, the Senior Center, shopping, and other locations. Ensure the operational safety of both the van and passengers.

Principal Responsibilities:

1. Use common sense and proper driving techniques.
2. Call the afternoon prior to driving to determine first pick up time.
3. Inspect the van before startup each morning using the Van Inspection Checklist. Walk around vehicle inspection includes tire check, oil stains, lights, horn, directionals, flashers, brake lights, and interior cleanliness with attention to removing potential obstacles from floor on a daily basis.
4. Inspect schedule and determine exact location of transport and if more information needs to be gathered prior to departure.
5. Pick up clients at appropriate times.
6. Provide light assistance to anyone in need when entering or leaving the van, walking, and opening doors.
7. Provide assistance for the disabled or wheelchair bound especially securement in vehicle.
8. Confirm with clients the time of return.
9. Be certain that the client has reached their destination.
10. Report any incidents or accidents to the Lead Van Driver and/or the Director of Elder Services immediately. Report to Police as necessary. Reports are to be detailed using appropriate forms.
11. Record the use of any First Aid supplies and the need for replacement supplies.
12. Sweep or vacuum the interior floors frequently. Clean windows with supplies from Lead Van driver.
13. Wash the exterior of the van at the LRTA as needed.
14. Report any service needs to the Lead Van Driver.
15. Fill the fuel tank when at a half of tank. Have attendant check the oil. Sign the receipt and return copy to the Lead Van Driver.
16. Complete trip sheet (mileage, etc.) and return to Lead Van Driver.
17. Return the client fees to secure area at Senior Center.
18. Return the cell phone to its docket.
19. We do not transport at any time with dangerous weather/road conditions. If you are on the road and weather becomes inclement call supervisor with information and return to Cameron as soon as riders are safe at home.
20. Other duties as requested.

Qualifications and Requirements:

Good driving record, knowledge of area streets and facilities. Courteous, patient, friendly when serving riders ability to maintain confidentiality. Participate in annual drivers training.

Education:

Current driver's license; excellent driving record. CORI check, First Aid, CPR, (AED) Defibrillator and State Course as required.

Salary: \$16.00/Hour

Location: COA Senior Center

Approximate Start Date:

Direct Report: Transportation Dispatcher

Status:

Recruiting both within and outside the Town. If interested, please submit a resume to Human Resources, Town Hall, 55 Main Street, Westford, MA 01886. Or email to: HR@westfordma.gov
Please reference Requisition #:21-396-COA

The Town of Westford is an equal opportunity employer committed to workforce diversity.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the Town and requirements of the job change.

Post: April 22, 2021

Remove: May 6, 2021